

**National Management Association  
Oak Ridge Reservation Chapter  
Awards Form**

Award Title **ADMINISTRATIVE PROFESSIONAL OF THE YEAR**

Date Submitted \_\_\_\_\_

**Candidate Information:** The recipient must be an employee of a DOE prime contractor company.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Badge Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Division/ Work Title or Job Title \_\_\_\_\_

**Nominator Information:** Nominations may be made by any employee of a DOE prime contractor.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Badge Number \_\_\_\_\_ Phone Number/e-mail user ID \_\_\_\_\_

Division /Work Title or Job Title \_\_\_\_\_

**Attach a separate page describing the candidate's qualifications for this award using the following criteria: (Maximum of 300 words)**

1. Demonstrated outstanding commitment, support, and skills at the administrative level.
2. Recognized by peers and supervisors as an outstanding/extraordinary person.
3. Noteworthy results and significant contributions or events.
4. Professional skills and attainment of certifications, etc.
5. Outstanding support to management and company.
6. Exemplary effort, leadership, and impact in the administrative professional field.
7. Effective interpersonal communications and interactive traits.

**Attach a separate page with a citation for the candidate's award. (Maximum of 50 words)**